

tant-designed projects and in-house designed projects. Five staff groups, each headed by a registered architect, engineer, or landscape architect, monitor, coordinate, and review all consultant-designed projects. The in-house group provides design services on projects designated as those that can be more economically accomplished by the Department of General Services. An in-house project usually does not exceed a total construction cost of \$1,000,000.

## CONSTRUCTION SUPERVISION AND INSPECTION DIVISION

John Hartlove, *Chief*

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This Division monitors the construction of new building projects, including alterations or renovations to existing structures, in order to ensure that these projects are completed in accordance with approved designs and specifications. The Division also monitors the Public School Construction Program to ensure that this construction adheres to State requirements.

## PUBLIC SCHOOL CONSTRUCTION DIVISION

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By an act of the 1971 Legislature, the State assumed the costs for school construction throughout Maryland. The Interagency Committee on School Construction (IAC), which consists of the Secretaries of the Departments of General Services and State Planning and the State Superintendent of Schools, was created to review and evaluate annual requests from local subdivisions for new and renovation school construction projects and submit a recommended State public school construction budget to the Board of Public Works. The Public School Construction Division works with the Committee. The Division is composed of architects and engineers who are employees of the Department of General Services.

The Division provides technical support to the Interagency Committee on School Construction. This support includes, but is not limited to, the review and approval of school construction design proposals and the coordination of school construction between the State, the twenty-three counties, and Baltimore City. In addition, staff

provides the required design and technical reviews for community college projects that are constructed throughout the State.

## OFFICE OF FACILITIES ACQUISITION AND MANAGEMENT

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The Office of Facilities Acquisition and Management provides technical assistance to physical plant personnel throughout the State in the operation and maintenance of State facilities. It operates and protects the Annapolis and Baltimore State Office Centers. The Office is organized into three functional divisions: Plant Management; Annapolis Public Buildings and Grounds; and Baltimore Public Buildings and Grounds.

## PLANT MANAGEMENT DIVISION

Donald E. Schaefer, *Chief*

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This Division implements the State's Comprehensive Maintenance and Repair Program. The Division inspects all State facilities included in the Maintenance and Repair Program on a regular basis in order to identify preventive maintenance tasks and confirm the operational status of the facilities. In addition, the Division administers a program of preventive maintenance and operational reviews of all public school buildings through the secondary school level. Under the auspices of the Interagency Committee on School Construction, it prepares an annual report of the Division's activities for presentation to the Board of Public Works.

The Division assists physical plant superintendents in establishing maintenance guidelines, provides engineering and technical advice on maintenance projects, prepares contract documents and contractor directories, and reviews all maintenance contracts prior to their submission to the Department of General Services' Procurement Review Board or the Board of Public Works. This review ensures that work being requested is justified, contract specifications are accurate, and prices are competitive.

The Division also operates an energy conservation program. Under this program, the Division monitors the monthly field reports from each State facility to identify abnormal energy con-